



GAHANNA CIVIL SERVICE COMMISSION  
APPLICATION PACKET FOR POLICE RADIO DISPATCHER



**“The Mission of the Gahanna Division of Police is to serve and protect our diverse community by building partnerships to provide professional law enforcement services that safeguard the lives, rights and property of all.”**

Respect - Commitment - Integrity - Professionalism

## Salary Range

1/1/2021		Year 1	Year 2	Year 3	Year 4
Hourly		\$21.68	\$24.79	\$27.92	\$31.27
If Annualized		\$45,094.40	\$51,563.20	\$58,073.60	\$65,041.60

- New hires begin at Step 1 and advance to the next step after each year of service

## Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the City of Gahanna Background Hiring Standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a truth verification examination.

**The Background Hiring Standards are contained in Appendix A.**

## Civil Service Process

The civil service testing process contains multiple steps. The steps include:

1. File an application during the specified times and meet the minimum qualifications as stated in the job posting.
2. Complete and pass the entrance examination administered by the City of Gahanna.

The testing process is detailed in Gahanna Civil Service Rule 12, Police Officer Selection Procedures. To view civil service rules, visit <https://www.gahanna.gov/wp-content/uploads/2019/05/Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf> . **See appendix B for 2021 hiring timeline and job description.**

### *Step 1 - Formal Application with the City of Gahanna*

#### **Completing the Application**

- File an application between July 13 – 31, 2021 at 11:59 PM, at <https://www.governmentjobs.com/careers/gahanna>
- After the application period, you will receive an invitation inviting you to Step 2 of the testing process.

#### **Claiming Military Service Credit**

**Military Service Credit:** Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. Reserve training, exercises and time less than 180 days shall be excluded. When an applicant has received a passing grade of seventy percent (70%), or the grade set by the Director of Human Resources as passing in a police officer final score, he/she shall be granted an additional credit of **two (2) points** for military credit. Requests for additional credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the candidate's commanding officer.

## Step 2 – Entrance Examination

### **Date and Location of Test**

- The entrance examination will be administered by the City of Gahanna. The testing software CitiCall will be used. The examination will be held in Gahanna, OH.
- The examination will be held in-person.
- Facial coverings are required in city facilities for unvaccinated individuals.
- The examination will be held in August 2021.

### **Examination Information**

- In an effort to increase testing integrity, **each individual will be required to show two pieces of identification, one containing his/her picture.**
- The use of cellular phones will be prohibited during the examination. No cellular phones, taping, video, or picture taking devices will be allowed in the testing room.
- The examination will consist of the following concepts: multi-tasking/advanced decision making; computerized data entry; oral comprehension; reading comprehension; sentence clarity; cross referencing; map reading; memory recall (short and long term); numerical, perceptual ability; spelling, vocalization summary.
- A candidate must score at least 70% to pass the exam.

## Eligible List

### **Creation of Eligible List**

The eligible list will be created from applicants who successfully pass all steps in the hiring process. 100% of the eligibility score will be determined by the practical examination. Applicants will be notified of their standing after the list is created. This list will be merged with the existing dispatcher eligible list.

Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

Tied Scores. In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

### **Removal from Eligibility List**

See Section 12.09 of the City of Gahanna Civil Service Rules and Regulations.

### Offenses in Examination

See Section 12.04 of the City of Gahanna Civil Service Rules and Regulations

### Appeals

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the office of the Clerk of Council. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

**Entrance Examination Appeals** - Pursuant to Section 12.02 of the Gahanna Civil Service Rules, all challenges must be made to the City of Gahanna.

### **Selection Process completed by the Gahanna Division of Police**

After the eligible list is established, names will be certified to the Division of Police pursuant to Gahanna Civil Service Rules, Section 12.08(c). The following steps will be completed in the selection process:

1. Completion of background investigation paperwork
2. Truth verification examination
3. Comprehensive background investigation
4. Investigative interviews, including home, neighbor and employer interviews
5. Completion of PRADO Quick View Law Enforcement and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
6. Chief's interview

After the Chief's interview, those selected candidates will receive a conditional offer of employment. All candidates receiving a conditional offer of employment must complete and pass the following:

1. Psychological Examination, including a written exam and psychological evaluation by a licensed and certified psychologist

### **Contact Information**

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: [hr@gahanna.gov](mailto:hr@gahanna.gov) or 614-342-4457  
Police Recruitment Officer: [police.recruiting@gahanna.gov](mailto:police.recruiting@gahanna.gov)  
Background Detective: [police.background@gahanna.gov](mailto:police.background@gahanna.gov)

- *If you would like a paper-copy of this packet, you may pick one up from: Gahanna City Hall, HR Department (2<sup>nd</sup> Floor), 200 S Hamilton Rd, Gahanna, OH 43230. Office Hours are M-F, 8am-5pm.*

### **Accommodation/Interpreter**

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

### **Public Records**

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.



# Gahanna Division of Police Background Hiring Standards

## Appendix A



All standards are cause for removal for time frames listed and any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Applicants are removed from the eligible list and selection process for any of the following reasons:

### **A. Honesty/Falsification:**

1. At any stage of the selection process, the applicant provides false, incorrect or substantially inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Hiring Standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. If applicable, any attempt by the applicant to distort the truth verification examination results.
5. The applicant's use or attempted use of political influence to secure employment.

### **B. Personal History:**

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another to include, but not limited to, any of the following as defined in the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred: Rape, Sexual battery, Unlawful sexual conduct with a minor, Gross sexual imposition, sexual imposition, importuning, Voyeurism.

### **C. Employment:**

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Post-probationary termination or resignation in lieu of discipline from any criminal justice related employment.
3. Abuse of a position of trust through theft of time or services.
4. Any incident of engaging in an act of discrimination or harassment.
5. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
6. Any failure to establish and maintain a residence within a sixty mile radius of police headquarters within 6 months of employment.



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**D. Military History** – Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:

1. Dishonorable or Bad Conduct Discharge from the Military.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. An Other Than Honorable Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
4. Failure to register with selective service, if required by law.

**E. Traffic:**

1. Any conviction of vehicular homicide or related offense(s).
2. OVI: Conviction within the past five (5) years including physical control; More than one (1) OVI conviction and/or physical control as an adult; More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Four (4) moving violations in the past three (3) years as an adult.
4. Failure to possess a valid driver's license. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle
5. One (1) conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code) or leaving the scene of an accident, within two (2) years of application.
6. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years. (Unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).

**F. Gambling** – The term “gambling offense” includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.

**G. Criminal Activity:**

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the



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last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

6. Any admission or conviction of soliciting another for sexual conduct/contact, whether or not the offense was legal at the time and place where the act occurred, in the last five (5) years.
7. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic or minor misdemeanors).
8. Any admission of an offense of carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.

### **H. Controlled Substances:**

1. Any use or purchase of drugs of abuse (except marijuana) within five (5) years before application or admitted use during any portion of the selection process. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than once incident without a prescription.
2. Any possession, use, or purchase of marijuana within two (2) years prior to application date or any time during the selection process.
3. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age.

\*For the purpose of this standard the "use" of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

\*For the purpose of this standard, the "purchase" of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

### **I. Applicant Non-Responsiveness:**

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.
3. Failure to appear for or attempts to distort the truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the Gahanna Division of Police.